

## Business Entity (BE) License Renewal/Reinstate Quick Tips

**You may renew the license(s) and affiliations up to 60 days prior to the expiration date of your license(s). You may also renew up to 60 days after the expiration date. However, additional license late fees will apply.**

1. Choose the “Renew License” button located on the left side of the home page.
2. The BE information will automatically display.
3. You may add a “Doing Business As” (DBA) name in the DBA section if it is registered with the Washington State Department of Licensing by selecting the “Add” link in the “Doing Business As” banner.
4. You may also cancel an existing DBA by entering a cancellation date.
5. The “Authorized Submitter” section must be completed
6. Select the “Next” link at the top or bottom of the page. This takes you to the “Address Details” page where you may make any additions or corrections to the Business or Mailing Address sections. For the business address you can not change the state/country. If the city is within Washington State, it must be a valid city. You can use the “Same As” dropdown to copy the address from one to another address.
7. Select the “Next” link at the top or bottom of the page. This takes you to the “License Information” page. Or you may select the “Previous” button if you wish to review the Business Information page.
8. If you do not wish to renew a license, select “Cancel” from the dropdown menu to the left of the license type. If you chose to “Cancel” a license, system will automatically cancel all the affiliations for that license.
9. Select to Renew or Cancel the affiliations listed in the Affiliation List Section. The “Next” link will take you to the Branch renewal page, if applicable or the “Background Questions” page.
10. If the BE has licensed branches, the Branch List will display. Select to renew or cancel the branch. You may also associate a DBA to a branch by selecting the “Link DBA” link, if applicable.
11. Select the “Next” link at the top or bottom of the page. This takes you to the “Background Questions” page. Answer all background questions.
12. Select the “Next” link at the top or bottom of the page. This takes you to the “Attestation” page. Please read this page carefully and either “Accept” or “Decline” the attestation. If you decline the attestation, the system will not submit the online renewal application. If you accept the attestation, the system will take you to the “Fee Details” page.
13. . If the renewal is prior to or on your license expiration date, you will incur no late fees.
14. If your renewal is 1-30 days past your license expiration, you must pay an additional 50 % late fee for each license.
15. If your renewal is 31-60 days past your license expiration, you must pay an additional 100 % late fee for each license
16. You may pay using a Visa or MasterCard or you may generate an unpaid invoice and submit payment via mail and the renewal application will be processed only after receiving the payment of the invoiced amount.

17. For payment using a Visa or MasterCard, use the “click here” link to take you to the “Payment Details” page.
18. Complete all fields and click on the “Submit” button at the bottom of the page. This takes you to the Credit Card Confirmation Page.
19. Select the “Process” button at the bottom of the page. A message will appear asking you **NOT** to refresh, go back, or cancel this page while the credit card is processing.
20. If you answer “no” to all background questions and payment was made online using a credit card, the system will process the renewal upon payment confirmation and provide you with a link to print the license(s) and affiliation(s). You will also have a link to print your receipt for the paid amount.
21. If the renewal application is pended due to outstanding documents or if you have chosen to make payment by mail using the invoice, you will go to the confirmation page which will contain your transaction number and a link to print your unpaid invoice.
22. You may electronically upload any outstanding supplemental documents. If unable to upload, you can mail the documents including your transaction number to the OIC via the postal service.
23. To upload a document, select the “Browse” button. Locate and select the document. Click on “Open” in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document. Select the “Add to List” link to place the document in the “Attachment List” section.
24. After you add all the documents, select the “Upload” button at the bottom of the page. This completes the document(s) upload.
25. When outstanding items are received, the OIC will review the pended renewal application. . If more information is needed, the OIC will notify you via e-mail. When all outstanding documents are acceptable, the OIC will send you an approval e-mail with a link to print your license(s) and affiliations.

**You may reinstate a previous license(s) if the license is over 60 days past the renewal date and within two year of the expiration date or cancellation date of the license. All previous appointments and affiliations are cancelled.**

1. Select the “Reinstate License” button located on the left side of the page.
2. Your Business Entity information will automatically display.
3. You may add a “Doing Business As” (DBA) name in the DBA section if it is registered with the Washington State Department of Licensing. You may also cancel an existing DBA by entering a cancellation date.
4. Complete the “Authorized Submitter” section.
5. Select the “Next” link at the top or bottom of the page. This takes you to the “Address Details” page where you may make any additions or corrections to the Business or Mailing Address sections.
  - a. If you are applying for a resident license, the state and country in the residence address cannot be modified and the city must be a valid city within Washington.
  - b. The mailing address must include an email address and phone number. This email address will be used to send all electronic communication regarding this application.
  - c. You can use the “Same as” feature to copy one address to another if they are the same address.
6. Select the “Next” link at the top or bottom of the page. This takes you to the “License Information” page.
7. The license(s) available for reinstatement will be listed. Select the license type, lines of authority (if applicable) and indicate if you will be representing a business entity.

8. Select the “Next” link at the top or bottom of the page. This takes you to the “Background Questions” page if you do not have any other active license. Answer all background questions. If you answer “yes” to question 6, you will need to answer an additional question.
9. Select the “Next” link at the top or bottom of the page. This takes you to the “Attestation” page. Please read this page carefully and either “Accept” or “Decline” the attestation. If you accept the attestation, the system will take you to the “Fee Details” page. If you decline the attestation, the system will not submit the online application.
10. You must pay using a Visa or MasterCard. Use the “click here” link at the bottom of the page to take you to the “Payment Details” page. Complete all fields and click on the “Submit” button at the bottom of the page. This will take you to the “Credit Card Confirmation” page.
11. Review the information and if correct, select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while the credit card is processing.
12. When processing is complete, the system will take you to the confirmation page giving you your online transaction number, a link to print the receipt for the online payment and the list of outstanding items. A payment confirmation will be sent the payee’s email address.
13. You may electronically upload supplemental documents. If unable to upload, you can mail the documents to the OIC via the postal service.
  - a. To upload a document, select the “browse” button. Locate and select the document. Click on “open” in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document. Select the “Add to List” link to place the document in the “Attachment List” section.
  - b. After you have added all the documents, select the “Upload” button at the bottom of the page. This completes the document(s) upload.
14. Click on the “Home” button to return to the online services page or click on the “Close” button if you are done with your application submission process. A message will be sent to the applicant via e-mail indicating the application status and telling how the online pending application can be tracked.
15. The application may be approved with a link to print the license and an email will be sent with your user id and temporary password or pended. If the application is pended, it will be reviewed by the OIC when all required documents are received. If further information is needed, the OIC will notify you via e-mail. When application is complete and acceptable, you will be registered for our online services and we will send you an approval e-mail that includes your licensee online services log-in user id and temporary password.

For questions about this new service, please call 360-725-9633 and select the “Licensing” option or send an e-mail to [onlinelicense@oic.wa.gov](mailto:onlinelicense@oic.wa.gov)

